

18 MAR 1975  
DD/A 75-1261

DD/A Registry  
File Committees

MEMORANDUM FOR: CIA Member, USIB Metric Panel

SUBJECT : Plans for Conversion to and Training in  
the Use of the Metric System

REFERENCE : Memorandum dtd. 16 December 74 to E.O.-DD/A  
fr. [ ] Subject: Preparation of  
a Plan for Conversion of Intelligence Reporting  
to Metric Units of Measure

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1. Reference memorandum asked for a DD/A plan for converting to the use of metric units. [ ] already has forwarded to you a copy of the Office of Training memorandum dated 7 January 1975 suggesting a self-study program using the book "Thinking Metric." Attached hereto for your information are submissions from the Offices of Communications, Joint Computer Support, and Logistics offering their plans for entering into the metric age. Briefly, as a general Directorate plan, the following is offered:

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- (a) Establish a library for material on the metric system, including information on industrial and non-industrial experience in conversion. (Rather than a Directorate repository, individual Offices might set up a reference point for such material.)
- (b) Identify tools and equipment which will be affected by the conversion.
- (c) Identify available software packages to be used in converting files.
- (d) Establish budget estimates for conversion.

MORI/CDF Pages 3 & 4

- (e) Publish appropriate Agency regulations and/or notices relating to the conversion.
- (f) Provide training through the OTR self-study program and such other in-house training programs focusing specifically on individual Office needs.

2. Concerning timing, there appears to be no problem in reporting in conventional and metric units within two months after passage of the basic legislation and it is agreed the requirement for dual reporting should be as brief as possible.



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Assistant for Resources, DD/A

Atts: as stated

DDA/PS:RFZ:jl  (17 March 1975)  
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DD/A 75-0273

OTR-4107

7 JAN 1975

DD/A Registry

File Committee

MEMORANDUM FOR: Assistant for Resources, DDA

SUBJECT : OTR Plan for Training in the Use of  
the Metric SystemREFERENCE : Undated Memo to DTR from AR-DDA,  
Subject: Plans for Conversion to and  
Training in the Use of the Metric System

1. Referenced memorandum requests OTR to submit a plan to DDA Plans Staff for Agency training in the use of the metric system. We have studied this idea carefully since you alerted us several days ago by telephone and have concluded that the most satisfactory solution to this problem is making available an excellent self-study program, the attached program Thinking Metric by Thomas F. Gilbert and Marilyn B. Gilbert, John Wiley & Sons, Inc., 1973. The program is quite comprehensive and tailored to a range of prospective students from those who know very little about the metric system to people who have used it extensively in science and technology. The authors estimate that it would take anywhere from 2-7 hours to complete the program. We recommend that the Agency procure a substantial number of copies (in the order of a thousand) and store them in the Media Center in Headquarters. Training Officers can canvass their components and make requests of the Media Center for the appropriate number of workbooks. For employees encountering difficulties, which is unlikely, OTR will set up group remedial sessions.

2. I do not feel that a requirement of this order, which involves a minimum output of OTR resources, deserves to be an OTR/DD level objective. Therefore, unless informed otherwise, we will not develop such an objective.



Alfonso Rodriguez  
Director of Training

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OJCS 361-75  
10 MAR 1975

MEMORANDUM FOR: Assistant for Resources, DD/A

SUBJECT : Plans for Training in the Use of the  
Metric System

REFERENCE : DDA memo dtd 30 Dec 74, same Subject  
(DD/A 74-5052)

The Office of Joint Computer Support will be deeply involved in the conversion of customer files to metric units of measure. To prepare for this, we plan to familiarize our personnel with the metric system through an in-house training program. We plan to make use of an OTR self-study text book on the use of metric units of measure. Training of analysts and programmers in this area will be completed prior to the use of the metric system in DD/I reporting. In addition, we plan to conduct a survey of software packages that might be available for use in metric conversion of files.

  
HARRY E. FITZWATER  
Director of Joint Computer Support

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OC-M-75-128

DD/A Registry  
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5 MAR 1975

MEMORANDUM FOR: Assistant for Resources/DDA

SUBJECT : Plans for Conversion to and Training  
in the Use of the Metric System

REFERENCE : DD/A 74-5052, dated 30 December 1974

1. OC has already been making some use of the Metric System. Our Drafting department has been instructed to cease the unnecessary converting of engineering drawings that are already in metric to our English-customary units. And, where practical, the drawings that are prepared for purposes of planning renovations, antenna and equipment installations, etc., will be in metric units.

2. With the increased use of the metric units, OC established a Metric Planning Committee in December 1973. This committee has devised, what we think is an effective plan for OC's conversion to the metric system.

3. The conversion plan will be in two phases with Phase I starting as soon as possible, and Phase II starting immediately after enactment of congressional legislation. The conversion plan is outlined as follows:

Phase I -

- a. Start a Metric Library
- b. Study Metric background, history and Metric Report from the National Bureau of Standards.
- c. Investigate metrication in industries, customers and suppliers.
- d. Compile training and educational requirements for each category of employee and tie their educational requirements to a conversion schedule.
- e. Seek guidance from the National Bureau of Standards in order to avoid pitfalls in the implementation of the metric conversion.

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SUBJECT: Plans for Conversion to and Training  
in the Use of the Metric System

- f. Designate one member of the committee to join the American Metric Council.
- g. Identify all machine tools and equipment which eventually will be affected when metric conversion is implemented.
- h. Establish budget estimates for metric conversion.
- i. Start low-key training of all personnel.

Phase II -

- a. Inform personnel of the metrication policy.
- b. Establish standards and procedures as they are adopted nationally.
- c. Acquisition of educational tools.
- d. Acquisition of machine tools and equipment.
- e. Start a formal training program for all personnel.
- f. Start a two-year conversion of the drafting departments.
- g. Keep all personnel posted as to the progress of the conversion.
- h. Set a firm date for completion of the conversion program.



Director of Communications

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